

### **Item D.3      Consistency with the Three-Year Program and Expenditure Plan**

Describe how the proposed housing development is consistent with the sponsoring county mental health departments approved Three-Year Program and Expenditure Plan. Provide specific information regarding how the development meets the priorities and goals identified in the Three-Year Program and Expenditure Plan.

**Response:**

LACDMH continues to identify the need for Permanent Supportive Housing for adults with serious mental illness who are homeless and are unserved or underserved.

The Courtleigh Villas is responding to this identified need to create permanent supportive housing for MHSA eligible clients by providing 22 units of MHSA housing. One 2-bedroom unit will also be reserved for a full-time dedicated on-site property manager in addition to the array of social services. Voluntary supportive services will be provided to the tenants in collaboration with the local DMH.

Consistent with the Three-year Program and Expenditure Plan, comprehensive client centered voluntary supportive services for MHSA clients at the Courtleigh Villas are detailed in Section D.4 of this notice.

The housing opportunity presented by the Courtleigh Villas along with the support services provided through the County DMH, are consistent with the priorities outlined in the original plan. This supportive housing development will provide valuable housing options for those who are most vulnerable in our community, while simultaneously addressing the priorities outlined in the Expenditure Plan.

#### Item D.4 Description of Target Population to be Served

Describe the MHSA Rental Housing Program target population to be served in the development. Include a description of the following:

1. Age group, i.e., adults, older adults, children, transition-aged youth;
2. The anticipated income level of the MHSA tenants; and,
3. A description of the anticipated special needs of the target population to be served, e.g., physical disabilities, chronic illness, substance abuse, prior housing status, etc.

#### Response:

##### **1. Age group, i.e., adults, older adults, children, transition-aged youth;**

The target population for the 22 MHSA units is single adults (18 years and above) and families with children who are diagnosed with a serious mental illness as defined in Welfare and Institutions Code Section 56600 3(b)(1) and who are homeless as defined under the MHSA Housing Program.

##### **2. The anticipated income level of the MHSA tenants; and,**

The anticipated income level of the MHSA tenants is 30% AMI and below, with many of the tenants receiving government entitlements programs such as SSI/SSDI or other forms of mainstream assistance. The tenant portion of the rent will be set at 30% of the current SSI amount for a single individual living independently. Rents at this level will be restricted for a term of 55 years.

##### **3. A description of the anticipated special needs of the target population to be served, e.g., physical disabilities, chronic illness, substance abuse, prior housing status, etc.**

Tenants will be MHSA eligible adults who are homeless; who have a serious mental illness, and who are unserved or underserved. Tenants are expected to have a range of special needs and may be users of acute inpatient care have co-occurring mental illness and substance abuse disorders, may have a history of at least one incarceration within the past year, or other disabilities. In addition, other factors contributing to MHSA-eligibility include:

- Impairment in daily living skills
- Prior mental health services that have proven insufficient to meet the client needs, or the client has declined traditional outpatient mental health services
- The individuals assessed to have serious functional impairments
- High use of emergency room, Emergency Psychiatric Unit and/or inpatient care within the past year
- Long histories of homelessness

## **Item D.5**     **Tenant Eligibility Certification**

The county mental health department is responsible for certifying the eligibility of individuals, applying for tenancy in an MHSA unit, for compliance with the target population criteria. Submit a narrative description of the following:

1. How an individual applies to the county to become certified as eligible for an MHSA unit;
2. How certification of eligibility will be documented, provided to the individual applicant, and maintained by the county; and,
3. How certification of eligibility will be provided to the property manager/development.

### **Response:**

#### **1. How an individual applies to the county to become certified as eligible for an MHSA unit**

Any individual who is interested in being assessed for MHSA-eligibility for an MHSA Housing unit will be referred to the LACDMH for assessment and certification.

LACDMH shall review the applicant's eligibility based on the following MHSA Housing program criteria:

- Individuals with a serious mental illness as defined in Welfare and Institutions Code Section 56600 3(b)(1)
- "Homeless" as defined in the MHSA Housing Program Application.

#### **2. How certification of eligibility will be documented, provided to the individual applicant, and maintained by the county**

The referring agency will assist the individual applicant complete the MHSA Tenant Certification Application and submit for review and approval to the Housing Policy & Development (HP&D) Unit of LACDMH. The HP&D Unit will review the submitted tenant certification applications to verify that the individual applicant has a serious mental illness as defined by the Welfare and Institutions Code Sections 56600.3 (b)(1) and is homeless. Once approved, HP&D staff will notify the referring agency of the individual applicant's eligibility status (who will inform the individual applicant). The individual applicant's eligibility status along with the MHSA Housing Program projects that they have been referred is maintained in HP&D Unit's certification database.

If the Applicant is found to be ineligible, the applicant may request a reconsideration if the conditions that resulted in the denial have changed. The LACDMH will retain both the MHSA housing tenant certification and documentation of the referral in their files for a period at least one year after the closing of the case.

#### **3. How certification of eligibility will be provided to the property manager/development**

The HP&D Unit will forward a copy of the approved MHSA Tenant Certification Application to the project's designated property management agency, The John Stewart Company. Note that a site-specific waiting list will be maintained by The John Stewart Company for units at the Courtleigh Villas including MHSA Housing Program units for a specified period.

It must be noted that MHSA housing program certification does not take into consideration factors that may be considered in assessing someone's eligibility for housing, such as credit history, eviction history, or criminal history. This type of background check information will be collected by The John Stewart Company once the certified applicant is referred to the Courtleigh Villas and may be used as part of the tenant selection process.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES  
HOUSING POLICY & DEVELOPMENT UNIT**

**MENTAL HEALTH SERVICES ACT (MHSA) HOUSING PROGRAM  
CERTIFICATION APPLICATION REVIEW AND REFERRAL PROCESS (revised 8-5-09)**

Certification Application Submission

A MHSA Housing Certification Application must be completed for each applicant before they move into an MHSA funded unit. Send completed Certification Applications to:

Department of Mental Health  
Housing Policy & Development  
Attn: Housing Coordinator  
695 S. Vermont Ave., 10<sup>th</sup> Floor  
Los Angeles, CA 90005  
Fax: (213) 637-2336

To ensure confidentiality and adequate protection of health information, applicants must sign a Department of Mental Health (DMH) or agency-specific authorization for request or use/disclosure of Protected Health Information (PHI) form authorizing DMH to provide the Certification Application information to the project sponsor (including the property management company). A copy of the signed authorization form must be submitted along with the Certification Application.

Certification Application Review

Housing Policy & Development (HP&D) will review the Certification Application to confirm that the applicant is:

1. Eligible to receive MHSA services in Los Angeles County (per Welfare and Institutions Code 5600.3);
2. Homeless or at risk of homelessness as defined by MHSA guidelines; and
3. A client of DMH.

HP&D will notify the referring agency of the outcome of the Certification Application review and any reasons for denial within 5 business days. The referring agency will communicate the outcome of Certification Application review to the applicant.

Non-certified applicants may re-submit the Certification Application if the reasons that resulted in the denial change. If the project sponsor's housing application process has already been initiated, the applicant may remain on the project sponsor's prospective tenant list while they attempt to meet the MHSA eligibility criteria. If the applicant remains unable to meet the MHSA eligibility criteria, the project sponsor may then invite them to apply for any available non-MHSA funded units in the development or refer them to other permanent housing resources.

DMH certified applicants will be placed on a Master Referral List maintained by HP&D. HP&D will periodically contact the referring agency to determine the client's continued interest in an MHSA funded unit. If the DMH certified applicant is unable to be contacted, they will be removed from the list but may reinstate their active certification status at any time by having the referring agency contact HP&D to provide updated eligibility information, if applicable.

#### DMH Certified Applicant Referrals

1. HP&D will refer DMH certified applicants to MHSA funded projects based on the information contained in their Certification Application.
2. Project sponsors will place the DMH certified applicants on their prospective tenant list.
3. Project sponsors will notify the DMH certified applicants and the referring agency, if different, of the availability of a unit and give them a specified timeframe within which to respond.
4. If the project sponsor is unable to make contact with the DMH certified applicants directly or through the referring agency within the specified timeframe, they may be removed from the project sponsor's prospective tenant list, but will remain on HP&D's Master Referral List.
5. If a DMH certified applicant indicates interest in an available unit, the project sponsor's housing application process will be initiated and HP&D will be notified.
6. On a quarterly basis, HP&D will send a current list of all DMH certified applicants referred to MHSA Housing Program project sponsors with any updated status information to reconcile for tracking purposes. Each project sponsor will review the list and update the status of each referred DMH certified applicant, if applicable, within 5 working days.

